

NATIONAL RECONNAISSANCE OFFICE
OFFICE OF INSPECTOR GENERAL

TITLE: Deputy IG

GRADE: BCSS BND/00

POSITION NO: PD190

LOCATION: Chantilly, VA

OPEN PERIOD: Wednesday, 20 December 2017 to Friday, 19 January 2018

POSITION INFORMATION: Full Time

WHO MAY BE CONSIDERED: Only individuals at the SIS/SES Level will be considered. This announcement is open to all eligible U.S. citizens.

The selected applicant must undergo and pass a formal security clearance process before eligibility to enter on duty.

OVERVIEW:

The statutory mission of the Office of Inspector General is to promote economy, efficiency, and effectiveness in the administration of the NRO programs and operations and to prevent and detect fraud and abuse affecting such programs and operations. The NRO OIG accomplishes oversight mission of NRO programs and operations by conducting independent and objective audits, inspections, investigations, and special reviews. The NRO OIG ensures the Director and Congress are fully and currently informed of problems and deficiencies relating to the administration of NRO programs and operations.

JOB DESCRIPTION:

The incumbent of this position serves as the Deputy Inspector General (DIG) of the National Reconnaissance Office (NRO). The Deputy Inspector General (DIG) is a direct report to the Presidentially Appointed, Senate Confirmed Inspector General. The DIG provides day-to-day management of internal Office of Inspector General activities. The DIG is also responsible for directly supervising and reviewing the activities of the Assistant Inspectors General for Audit, Investigation, Inspection, Special Projects, Management Staff and Counsel, which includes SIS level officers; identifying potential issues for future reviews; providing critical quality control review of IG products to ensure compliance with applicable standards and policy; authorizing memoranda for internal and external consumption; developing office-wide policy and procedural guidance for the entire range of IG business activities; representing the OIG at various governmental and non-governmental oversight and professional organizations; managing OIG budget and staff resources; and overseeing the development and execution of the IG Management Control Plan, Annual Work Plan Process, Management Challenges Paper, and Semiannual Reports to Congress. The DIG represents the OIG on the NRO senior boards and serves as Acting IG in the absence of the IG.

QUALIFICATIONS:

- Extensive experience in senior staff work is required, evaluating compliance with laws and/or regulation; knowledge of legislative, resource, and acquisition processes; experience in evaluating the effectiveness, economy, and efficiency of intelligence or acquisition programs and activities; and assessing the extent to which desired results are being achieved.
- Demonstrated ability to plan, organize, and conduct thorough and objective analysis of complex issues and the ability to communicate findings clearly, concisely, and diplomatically. Exceptional communications skills, both oral and written. Writing is a core capability for this position. The DIG is an integral member of the front office review team and must review and edit all OIG reports before they go outside the office.
- Significant management experience is also required, to include; day-to-day management and leadership of a large, diverse staff; attention to career and professional development; addressing difficult personnel issues; ability to maintain effective working relationships, reputation for integrity, objectivity, initiative, impartiality, and strong interpersonal and communication skills; sound decision-making ability; and a track record of identifying and implementing organizational change efforts and improvements.

- Applicant must have experience successfully collaborating with internal colleagues and external associates.

DESIRED QUALIFICATIONS:

- Experience with understanding of the inspection, audit, and investigation process is desired including experience in an IG management position. Also desired is a broad understanding of the NRO and its organizational activities and its relationship to the Director of National Intelligence, the Intelligence Community, and the DoD.
- Desired attributes for the applicant includes knowledge about organizational change, information security, and acquisition excellence.

APPLICATION:

Informal inquiries concerning the job duties can be directed to Susan Gibson, Inspector General, at 703-808-1810. Inquiries regarding the application should be directed to Mary Todd, 703-808-0115.

To supplement the vacancy application, all applicants must submit an application package to Ann Arnold, NRO/IG/OHR, via fax 703-808-1822, no later than COB on the closing date of this announcement. The application package must include the following information:

1. Resume
2. Performance Appraisal Reports covering the past three years
3. Qualifications statement that addresses pertinent work experience and qualifications for the position.